

16 JUL 1976

MEMORANDUM FOR: Associate Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Extend Lunch Periods by Fifteen Minutes

REFERENCES : (a) Memo for DD/A fr Chairman/ADMAG dtd 28 May 76,
same subj.
(b) Memo for Directors of Personnel fr CSC/IAG
dtd 3 Jun 76, subj: GAO Report (B-179810),
Increased Productivity Through Expanded
Lunch Periods, dated 8 Apr 76

1. Reference (a) reported on an Employee Suggestion to extend the official lunch period by fifteen minutes and adding an equal period to the work day to compensate. The extended lunch period has long been a matter of discussion in various Government agencies on its own merits and now as part of the emphasis on the importance of productivity in the public sector. The GAO recently sent a letter to the Civil Service Commission and the Office of Management and Budget reporting on a survey of management's treatment of working hours and lunch periods for Federal civilian employees, and recommending a joint review of the matter. On 3 June 1976 the Commission, in a letter to Directors of Personnel, advised of the establishment of a workgroup of Personnel Directors to explore the subject in line with the GAO recommendation.

2. In view of the above study and the prospects for an updated Government position on the question of lunch periods, we agree with the ADMAG conclusion that the Agency lunch period should not be changed at this time. We suggest moreover that a publication or notice on the subject, proposed by ADMAG, be deferred pending the results of the respective study.

3. This response has been coordinated with the Director of Finance.

STATINTL

F. W. M. Janney